Title 7 _____

Most likely, you and your employer agreed to a certain salary during the hiring process. So don't change your mind before you even show up at work. Don't expect more money until you've worked long enough to prove your value to the employer.

Title 8 _____

Of course you want to make a good impression as soon as you arrive at a new job, and show your new employer they made the right choice in hiring you. However, be cautious of suggesting new policies or strategies during your first few weeks, as it may not be the best way to demonstrate you are a team player. At first, take time to really understand and learn your job, then over time, you can make suggestions and changes as situations arise, and as your input and expertise is called upon.

Title 9 _____

In a new job, there will always be a learning curve, and effective supervisors understand that. Inevitably, you'll be asked to do something or expected to know something that you don't yet know or know how to do. Rather than saying you can complete the task on your own, tell the truth and "don't be afraid to say, 'I don't know,'

Title 10 _____

You may be so eager to start your new job that you don't want to stop and ask questions. But by skipping even the most basic questions, you are setting yourself up for failure.

Part 4: Listening

Listen to an interview with a worker about his job, and for questions 1 to 7, choose the correct answer.

1 What is Toby's view of salary?

a.He'd rather have a well-paid job than an interesting job.

b.He wants an interesting job, even if it's badly paid.

c.He will do unpaid hours if it allows him to further his career.

2 What is Toby's view of working hours?

a.He will do extra hours in order to get a promotion.

b.He works overtime because he needs the money.

c.He avoids working any more hours than necessary

3 What is Toby's view of work flexibility?

a.Luckily, he does not require flexible working hours.

b.His working conditions are flexible enough for his needs.

c.He wishes that his work offered more flexibility.

4 What is Toby's view of vacation time?

a.He can't travel to the places he'd like to go.

b.Vacation time is not very important to him.

c.He wishes he had more vacation time.

5 What is Toby's view of commuting?

a.The time he spends commuting is increasing.

b.He finds commuting easier now than in the past.

c.He feels lucky that his commute to work is shorter now.

6 What is Toby's view of his colleagues?

a.Team-building days have helped him build work relationships.

b.He gets on well with all his colleagues, and that helps make his job less tedious.

c.He doesn't see eye to eye with some of his colleagues.

7 What is Toby's view of job security?

a.Luckily, his job is secure.

b.He is uncertain about the future of his job.

c.His job is temporary, so he's looking for more work.

LIVEWORKSHEETS